

**BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: June 21, 2006

Division: Engineering

Bulk Item: Yes X No

Department: Facilities Development

Staff Contact Person: Jerry Barnett

AGENDA ITEM WORDING: Receipt of monthly report on Change Orders reviewed by the County Administrator.

ITEM BACKGROUND: There was one change order approved by the Deputy Administrator for the period beginning May 1, 2006, and ending May 31, 2006 for a total of \$9,964.47.

PREVIOUS RELEVANT BOCC ACTION: On September 9, 1998, Ordinance No. 026-1998 was adopted in order to provide that the County Administrator may approve separate, non-cumulative change orders for construction projects and professional service contracts in amounts not to exceed \$25,000.00 or 5% of the original contract price, whichever is greater. The BOCC requested a monthly report of all change orders considered by the County Administrator.

CONTRACT/AGREEMENT CHANGES: N/A

STAFF RECOMMENDATIONS: N/A

TOTAL COST: N/A


BUDGETED: Yes N/A No

COST TO COUNTY: N/A

REVENUE PRODUCING: Yes No X **AMOUNT PER MONTH** **Year**

APPROVED BY: County Atty OMB/Purchasing Risk Management

DIVISION DIRECTOR APPROVAL:


David S. Koppel, P.E.

DOCUMENTATION: Included X Not Required

DISPOSITION:

AGENDA ITEM #

CHANGE ORDERS

CONSIDERED BY THE COUNTY ADMINISTRATOR
FOR THE PERIOD 05/01/06 – 05/31/06

| PROJECT | CO # | AMOUNT | - DESCRIPTION | DATE CONSIDERED | CAUSE |
|---------------------------|------|------------|--|--------------------|----------------|
| Freeman Justice Center | 13 | \$9,964.47 | Extend Elevator #1 to the roof level to facilitate access to the air handling units for maintenance. | *05/17/06 | Owners Request |
| | | | | | |
| | | | | | |

Total \$9,964.47

* Approved by County Administrator

MONROE COUNTY / ENGINEERING / FACILITIES DEVELOPMENT

CONTRACT CHANGE ORDER

PROJECT TITLE:

Freeman Justice Center
Jackson Square
Key West, FL

CHANGE ORDER NO: 13**INITIATION DATE:** May 10, 2006**CONTRACT DATE:** June 16, 2004**TO CONTRACTOR:**

The Tower Group, Inc.
405 SW 148th Avenue Suite One
Davie, FL 33325

MAY 22 2006

The Contract is changed as follows:

The original (Contract Sum) (Guaranteed Maximum Price) \$13,804,000.00
Net change by previously authorized Change Orders \$ 883,670.14
The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was \$14,687,670.14
The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased)
(unchanged) by this Change Order \$ 9,964.47
The new (Contract Sum) (Guaranteed Maximum Price) including this Change Order is ... \$14,697,634.61

The Contract Time will be (increased) (decreased) (unchanged) by () N/A

The date of Substantial Completion as of the date of this Change Order is January 25, 2007

Detailed description of change order and justification:

Extend the travel of Elevator #1 to the roof level to facilitate access to the air handling units for maintenance. Costs are as follows:

| | |
|---|----------------------------|
| <u>Replace bronze finish landing doors with prime finish</u> | <u>(\$1,655.00)</u> |
| <u>Increase travel of Elevator #1 from 28'0" to 44'0"</u> | <u>9,700.00</u> |
| <u>Delete 3 of 4 roof hatches</u> | <u>(1,130.00)</u> |
| <u>Roof Access Ladder</u> | <u>1,328.97</u> |
| <u>Roofing membrane modifications</u> | <u>1,246.00</u> |
| <u>Overhead and Profit 5%</u> | <u>474.50</u> |
| <u>Total</u> | <u>\$9,964.47</u> |

Not valid until signed by Owner, Construction Manager and Contractor**ARCHITECT:**

N/A

Date

CONTRACTOR:

The Tower Group

Date

DIRECTOR, FACILITIES DEVELOPMENT:

Jerry Barnett

Date

COUNTY ENGINEER:

David S. Koppel, P.E.

Date

COUNTY ADMINISTRATOR

Thomas Willi

The Tower Group, Inc.

302 Fleming St.
(Jobsite Trailer)
Key West, FL 33040

Phone: (305) 296-2521
Fax: (305) 296-2587

CHANGE ORDER REQUEST**No. 00022****TITLE:** Enhance Mechanical Room Access**DATE:** 3/15/2006**PROJECT:** Freeman Justice Center (FJC)**JOB:** 0417

TO: Attn: Clark Briggs
Monroe County Facilities Development
1100 Simonton Street
Key West, FL 33040
Phone: (305) 295-4306 Fax: (305) 295-4321

CONTRACT NO: 1

RECEIVED
Facilities Development
MAR 20 2006

RE: PCO**To:** TTG**From:** SCHELE**Number:** LRS002**DESCRIPTION OF PROPOSAL**

The Tower Group submits this Change Order Request (COR), #22, in response to the Owner's and Architect's request for a proposal to extend the travel of Elevator #1 to the roof level to facilitate access to the Air Handling Units for maintenance.

This COR includes the additional cost for the elevator supplier, less the cost for deleting three of the four roof hatches, plus the cost for an access ladder for access to the roof hatch, plus the cost for roofing membrane modifications. This proposal also includes a credit to the Owner for deleting the specified bronze finish for the Ground Floor, 2nd Floor and 3rd Floor landing doors at Elevators #1 & #2, as the Owner is purchasing etched bronze panels for these doors separately. Copies of the vendor proposals are attached to this COR.

This COR excludes the costs for the structural modifications and additional elevator rails associated with this change. These costs will be submitted under cover of a separate COR. This COR also excludes compensation for time extension and the associated costs. Matters of time impact, if applicable, will be included with the structural modifications COR.

The total proposed cost for the changes outlined above is \$10,277.64. Please provide your approval and furnish means of payment for this work via Change Order as soon as possible.

| Item | Description | Stock# | Quantity | Units | Unit Price | Tax Rate | Tax Amount | Net Amount |
|-------|--|--------|----------|-------|--------------|----------|------------|--------------|
| 00001 | Provide prime finish landing doors for Elevators #1 & #2 at Ground Floor, 2nd Floor and 3rd Floor in lieu of bronze specifice (Entrance frames and landing sills shall remain bronze). | | 1.000 | LS | (\$1,655.00) | 0.00% | \$0.00 | (\$1,655.00) |
| 00002 | Increase travel of Elevator #1 from 28'-0" to 44'-0", adding a stop and opening at the Mechanical Room (Penthouse). | | 1.000 | LS | \$9,700.00 | 0.00% | \$0.00 | \$9,700.00 |
| 00003 | Delete 3 of 4 Roof Hatches (Based on Nystrom Quotation #27596, dated 1/20/06, \$450.00 less Nystrom original Quotation #9554, dated 5/17/04, \$1,580.00 including freight) | | 1.000 | LS | (\$1,130.00) | 0.00% | \$0.00 | (\$1,130.00) |
| 00004 | Roof Access Ladder (Based on 3/10/06 response from Hernandez Ornamental to TTG Fax Memo #0417-01690) | | 1.000 | LS | \$1,328.97 | 0.00% | \$0.00 | \$1,328.97 |
| 00005 | Roofing Membrane Modifications (Based on Laumar Proposal dated 1/26/06) | | 1.000 | LS | \$1,246.00 | 0.00% | \$0.00 | \$1,246.00 |

The Tower Group, Inc.

302 Fleming St.
(Jobsite Trailer)
Key West, FL 33040

Phone: (305) 296-2521
Fax: (305) 296-2587

**CHANGE ORDER REQUEST
No. 00022**

Unit Cost: \$9,489.97
Unit Tax: \$0.00
Unit Total: \$9,489.97
Subtotal: \$9,489.97

| Description | Markup Percent | Markup Amount |
|---------------------------|----------------|---------------|
| O/H & Profit | 5.000% | \$474.50 |
| Bond & Builders Risk Ins. | 3.300% | \$313.17 |

Total Cost: \$10,277.64

By: _____

John S. Chandler

Date: 3/18/06

By: _____

Date: _____

Schindler Elevator Corporation

13800 Northwest 2nd Street, Suite 140
Sunrise, FL 33325-6232

Telephone: (954) 626-5555
Fax: (954) 626-5599

Internet: <http://www.us.schindler.com>

November 22, 2005

Mr. John Chandler
The Tower Group, Inc.
405 SW. 148th Street- suite 1
Davie, Florida 33325

MONROE COUNTY
CONSTRUCTION MANAGEMENT
Facilities Division

MAR 15 2006

TIME
RECEIVED BY

NOV 28 2005

The Tower Group, Inc.

Re: Freeman Justice Center

Dear John:

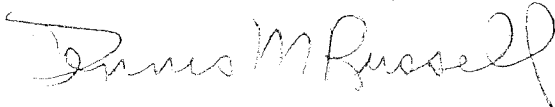
As requested informally by the architect, I wish to provide additional pricing information for the following pending changes;

- 1) Provide prime finish landing doors at floors #1 thru 3 for elevators #1 & 2 in lieu of #4 bronze. Entrance frames and landing sills to remain bronze. Please deduct \$1,655.00
- 2) Change the entrances at the landings and on the car from single slide type to center opening on elevators #1 & 2. Please add \$1,800.00.
- 3) Increase the travel of elevator #1 from 28'-0" to 44'-0" adding a stop and opening at the Mechanical Level. Please add \$9,700.00. Others are to modify the elevator hoistway to suit the increase in travel. Please note the minimum clear overhead required from the top floor to the underside of the hoistway roof to be 12'-6". Pricing includes key switch control in the car for access to the mechanical level.

Please advise if any of the above changes are acceptable prior to our releasing the equipment for manufacture. As soon as we have confirmation of the approval drawings and all questions have been answered, we will be in position to release the orders to the factory.

Any questions, please advise.

Very truly yours,
Schindler Elevator Corporation



Dennis M. Russell
Manager Construction Operations

Schindler



Right to site.

QUOTATION

001/001

0417-01219

PAGE NO

Page 1 of 1

QUOTE #: 27596

Please reference this quote number when ordering

WE ARE A MATERIALS SUPPLIER ONLY

9300 - 73rd Avenue North

Minneapolis, MN 55428

Phone: 800-547-2635

Fax: 800-317-8770

BILL TO: THE TOWER GROUP

405 SW 148TH AVE

SUITE 1

DAVIE, FL 33325

Contact: JOHN CHANDLER

Phone: 786-367-0549

Fax: 305-296-2587

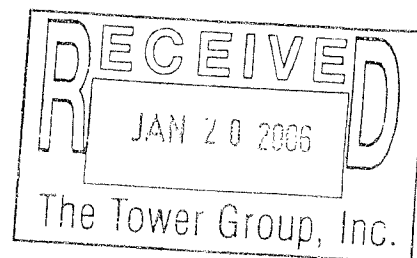
Project: FREEMAN JUSTICE CENTER

| QTE DATE | CUSTOMER NO | SALES REP/EXT/EMAIL | PYMNT TERMS | LOC | FREIGHT | SHIP VIA |
|------------|---------------------|--|-----------------|-----------|---------|----------|
| 1/20/2006 | P053 | LARRY J GREENFIELD Ext 9280 lgreenfield@nystrom.com | Net30 or Prepay | BP | Allowed | BEST WAY |
| QTY QUOTED | ITEM NO/DESCRIPTION | UOM | UNIT PRICE | EXT PRICE | | |

| | | | | | | |
|---|---|----|--------|--------|--|--|
| 1 | RHG3630IT ROOF HATCH, GALVANIZED SINGLE LEAF, DOUBLE WALL TURN HANDLE | EA | 450.00 | 450.00 | | |
|---|---|----|--------|--------|--|--|

ALL FREIGHT INCLUDED IN PRICING.
REVISED QUOTE AS REQUESTED BY CUSTOMER
& CHANGES MADE BY ARCHITECT.
2 WEEK LEAD TIME TO SHIP ROOF HATCH.

TOTAL PRODUCT 450.00



Fuel surcharges will be added to invoice

Quote valid for 45 days and is subject to adjustment based on a changes in specifications or material costs.

NOT INCLUDED: State, County, or City Sales & Use Tax, Field Measurements and Installation. All prices based on quantities and sizes given above. Quote is subject to revision if specifications change. Payment of sales tax is the responsibility of the buyer. Nystrom does not collect sales tax outside of Minnesota and Wisconsin. No Retainage Allowed.

APPROVAL SIGNATURE

NAME/TITLE OF SIGNATORY

COMPANY NAME

DATE

PD #



Right to site.

QUOTATION

QUOTE #: 9554

Page 1 of 1

Please reference this quote number when ordering

WE ARE A MATERIALS SUPPLIER ONLY.

1701 Madison Street NE

Minneapolis, MN 55413

Phone: 800-547-2635

Fax: 800-317-8770

BILL TO: GENERAL BIDDER

Contact: ESTIMATING DEPARTMENT

Phone:

Fax:

Project: FREEMAN JUSTICE CTR-REBID

| QUOTE DATE | CUSTOMER NO | SALES REP/EXT/EMAIL | PYMT TERMS | LOC | FREIGHT | SHIP VIA |
|------------|---------------------|---|-----------------|------------|----------|----------|
| 5/17/2004 | P053 | LARRY J GREENFIELD Ext 280 lgreenfield@nystrom.com | Net30 or Prepay | BP | Included | BEST WAY |
| QTY QUOTED | ITEM NO/DESCRIPTION | UOM | UNIT PRICE | EXT. PRICE | | |

| | | | | |
|---|---|----|--------|----------|
| 4 | RHG3630IT ROOF HATCH, GALVANIZED SINGLE LEAF, DOUBLE WALL TURN HANDLE | EA | 395.00 | 1,580.00 |
|---|---|----|--------|----------|

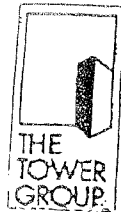
- ✂ QUOTED PER SPEC & DRAWING A1.04 PROVIDED
- ✂ DEDUCT \$45 IF DBL WALL CURB NOT REQUIRED
- ✂ ALL FREIGHT INCLUDED IN PRICING.
- ✂ QUOTED ROOF HATCHES ARE A STOCK ITEM.

TOTAL PRODUCT 1,580.00

Quote valid for 45 days and is subject to adjustment based on a changes in specifications or material costs.

NOT INCLUDED: State, County, or City Sales & Use Tax, Field Measurements and Installation. All prices based on quantities and sizes given above. Quote subject to revision if specifications change. Payment of sales tax is the responsibility of the buyer. Nystrom does not collect sales tax outside of Minnesota and Wisconsin. No Retainage Allowed.

APPROVAL SIGNATURE _____
 NAME/TITLE OF SIGNATORY _____
 COMPANY NAME _____
 DATE _____ PO # _____



The Tower Group, Inc.
405 SW 143rd Avenue, Suite One
Davie, Florida 33325
Phone: 954-476-3200
Fax: 954-474-3111

Fax Memo

To: Hernandez Ornamental
Attn: Andre Hernandez

From: John S. Chandler

Tel/Fax: (305) 296-2521 / (305) 296-2587

Fax: (305) 592-8519

Pages: 7

Phone: (305) 592-7296

Date: March 10, 2006

Re: Freeman Justice Center (FJC)
0417 - 01690

cc: TTG/MO (COR-22), FF (COR-22)

Subject: Roof Access Ladder

- ☐ Urgent ☐ For Review ☐ Please Comment ☐ Please Reply ☐ Please Recycle

• Comments:

Dear Andre,

Please forward a price to furnish and install one roof access ladder with hinged cover plate as shown on the attached sketches.

Please fax your proposal to my attention at (305) 296-2587.

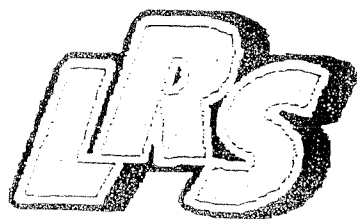
Sincerely,

John Chandler, Project Manager

The Cost = the
Roof access Ladder as per
detail is \$1328.97
3/10/06

SL

LR50



Laumar Roofing Svc's, Inc.
800 SW 21st Terrace
Ft. Lauderdale, FL 33312

JAN. 26, 2006

JOHN CHANDLER


THE TOWER GROUP
405 SW 148TH STREET
DAVIE FL. 33325

RE: FREEMAN JUSTICE CENTER:
RFP - ELEVATOR #1 TO MECHANICAL ROOM

DEAR MR. CHANDLER:

THE ADDITIONAL COST TO INSTALL BUILT UP FLASHING & COUNTER FLASHING AT THE BASE OF THE ELEVATOR SHAFT & TO INSTALL A GRAVEL STOP & GUTTER (ONE SIDE) AT THE ROOF OF THE ELEVATOR SHAFT IS THIRTEEN HUNDRED NINETY SIX DOLLAR (\$1,396). THE CREDIT FOR THE ELIMINATION OF THREE (3) SCUPPERS IS ONE HUNDRED FIFTY DOLLARS (\$150), PLEASE INCREASE OUR CONTRACT ONE THOUSAND TWO HUNDRED FORTY SIX DOLLARS (\$1,246)

VERY TRULY YOURS
LAUMAR ROOFING SERVICES, INC.


WALTER HARTMAN
SALES MANAGER



The Tower Group, Inc.
405 SW 148th Avenue, Suite One
Davie, Florida 33325
Phone: 954-476-3200
Fax: 954-474-3111

Fax Memo

To: Monroe County Facilities Development
Attn: Clark Briggs

From: John S. Chandler

Tel/Fax: (305) 296-2521 / (305) 296-2587

Fax: (305) 295-4321

Pages: 1

Phone: (305) 295-4306

Date: March 17, 2006

Re: Freeman Justice Center (FJC)
0417 - 01726

CC: TTG/MO (COR-22), FF (COR-22)

Subject: COR #22 - Mechanical Room Access

☐ Urgent ☐ For Review ☐ Please Comment ☐ Please Reply ☐ Please Recycle

• **Comments:**

Dear Clark,

This memo confirms our conversation today concerning TTG Change Order Request #22.

COR #22 does not include a deduction for the labor to install the deleted hatches and does not include an addition for the labor to install the added access ladder because these two items are offsetting. As described in their proposal, Laumar Roofing does give credit for the flashing at the deleted hatches.

If you have any questions, you may call me at (786) 367-0549.

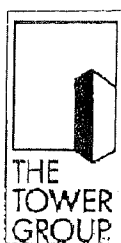
Sincerely,

John Chandler, Project Manager

RECEIVED
Facilities Development
MAR 17 2006

Per *PH*

ROUTING
Clark
Jerry
Ann
☐ *Mike*
☐
☐
☐



The Tower Group, Inc.
405 SW 148th Avenue, Suite One
Davie, Florida 33325
Phone: 954-476-3200
Fax: 954-474-3111

Fax Memo

To: Structural Prestressed Industries
 Attn: George Hernandez

From: Tim Clarke

Tel/Fax: 305-296-2521 / 305-296-2587

Fax: 305-556-9696

Pages: 1

RECEIVED
 Facsimile Delivered

Phone: 305-556-6699

Date: March 17, 2006

MAR 17 2006

Re: Freeman Justice Center (FJC)
 0417 - 01724

CC: EGB

File, MCDF - Clark Briggs

Per. *AT*

Subject: Freeman Justice Center

☐ Urgent ☐ For Review ☐ Please Comment ☐ Please Reply ☐ Please Recycle

• **Comments:**

Mr Hernandez

This memo is to confirm conversations today with Bart Webb at EGBraswell, regarding revised precast joist delivery sequence as follows:

1. Delivery of Line 1-4 x C-F has been moved to the end of the order. The sequence for delivery needs to be as follows:

Line 1-4 x F-G 3 - J136, 5 - J137, 3 - J138, 6 - J139, 1 - J140
 Line 1-4 x B-C 6 - J125, 1 - J126, 6 - J127, 1 - J128, 2 - J129
 Line 1-4 x G-H 10 - J144, 3 - J145, 1 - J146
 Line 4-8 x B-C 2 - J147, 5 - J148, 2 - J129, 7 - J125, 1 - J130, 7 - J130
 Line 4-8 x C-D 2 - J149, 5 - J150, 14 - J132, 1 - J134, 3 - J131
 Line 4-8 x D-F 15 - J151, 36 - J135
 Line 4-8 x F-G 7 - J152, 6 - J139, 1 - J141, 1 - J142, 2 - J143, 5 - J137, 3 - J136
 Line 4-8 x G-H 7 - J153, 10 - J144, 3 - J145, 1 - J146
Line 1-4 x C-F 11 - J250, 3 - J131, 14 - J132, 1 - J133

2. We anticipate delivery of precast to start Tuesday 3/28/06.

Delivery to the jobsite in the above sequence is critical for positioning of the crane. We need to schedule the crane and close the street in coordination with the City of Key West therefore we need you to confirm delivery of the joists as a matter of urgency.

If you have any questions contact me at 305 296 2521

Clarke
 Tim Clarke
 NOTING
Clark
Jerry
Aeo

| | | | |
|-------------------|--------|---------|--------------|
| Post-it® Fax Note | 7671 | Date | # of pages ▶ |
| To | Clarke | From | Tim |
| Co./Dept. | | Co. | |
| Phone # | | Phone # | |
| Fax # | | Fax # | |

MEMORANDUM

TO: Board of County Commissioners

From: Debbie Frederick
County Administrator

Date: May 15, 2006

RE: Change Orders

Attached is a proposed change order for The Tower Group, for the Freeman Justice Center. (Change Order #13 in the amount of \$9,964.47 is to extend the travel of Elevator#1 to the roof level to facilitate access to the air handling units.)

According to the ordinance adopted by the Board of County Commissioners, proposed change orders are to be presented to members of the Board of County Commissioners prior to approval, assuming they are within the Administrator's prescribed limits. Change orders not within the Administrator's authority are placed on the BOCC agenda.

The Administrator intends to approve this change order on Wednesday, May 17, 2006.



Debbie Frederick
County Administrator

DLF:adc

The Tower Group, Inc.

302 Fleming St.
(Jobsite Trailer)
Key West, FL 33040

Phone: (305) 296-2521
Fax: (305) 296-2587

TRANSMITTAL

No. 01286

PROJECT: Freeman Justice Center (FJC)

DATE: 5/24/2006

TO: Monroe County Facilities Development
1100 Simonton Street

REF: Change Order #13
Elevator #1 Travel to
Roof Level

Key West, FL 33040

ATTN: Clark Briggs

| WE ARE SENDING: | SUBMITTED FOR: | ACTION TAKEN: |
|--|--|---|
| <input type="checkbox"/> Shop Drawings | <input type="checkbox"/> Approval | <input type="checkbox"/> Approved as Submitted |
| <input type="checkbox"/> Letter | <input type="checkbox"/> Your Use | <input type="checkbox"/> Approved as Noted |
| <input type="checkbox"/> Prints | <input checked="" type="checkbox"/> As Requested | <input type="checkbox"/> Returned After Loan |
| <input checked="" type="checkbox"/> Change Order | <input type="checkbox"/> Review and Comment | <input type="checkbox"/> Resubmit |
| <input type="checkbox"/> Plans | | <input type="checkbox"/> Submit |
| <input type="checkbox"/> Samples | SENT VIA: | <input type="checkbox"/> Returned |
| <input type="checkbox"/> Specifications | <input checked="" type="checkbox"/> Attached | <input type="checkbox"/> Returned for Corrections |
| <input type="checkbox"/> Other: | <input type="checkbox"/> Separate Cover Via: Hand-Delivery | <input type="checkbox"/> Due Date: |

| ITEM NO. | COPIES | DATE | ITEM | NUMBER | REV. NO. | DESCRIPTION | STATUS |
|----------|--------|-----------|------|--------|----------|--|--------|
| 1 | 1 | 5/23/2006 | CO | 13 | | Contract Change Order #13 - Extend Travel of Elevator #1 to the Roof Level | APP |

Remarks:

CC: TTG/MO, FF (CO's)

Signed: _____

John S. Chandler